

**College Place Public Schools
Special School Board Meeting
7:00 PM, Meadow Brook School Library
Thursday, June 28, 2007**



MINUTES for Thursday, June 28, 2007

BOARD MEMBERS PRESENT – Chairman Paul Hartwig, Dr. Ginger Ketting-Weller, John Davin, and Julie Hill

ABSENT BOARD MEMBERS – Bob Giger

OTHERS PRESENT – Superintendent Tim Payne, Special Programs Director Carol Garbe, Alison Park as Recorder, and several audience members.

CALL TO ORDER

Chairman Hartwig called the meeting to order at 7:01 PM.

INTRODUCTIONS &/or INFORMATION

- **Next Regular Meeting** – Chairman Hartwig announced that the next Regular Meeting of the Board will be a Public Hearing scheduled for Thursday, July 19, 2007 @ 7:00 PM in the Meadow Brook School Library.

REPORTS

- **2007 – 2008 Preliminary Budget Review**

- Superintendent Tim Payne and Business Manager provided a Powerpoint Presentation reviewing the Preliminary 2007 – 2008 Budget. This presentation included the following highlights:
 1. Review of Primary Budget Drivers
 2. Enrollment Information
 3. Short-Term Goals
 4. Budget Comparison of 2006-07 to 2007-08
 5. Historical Budgeted Revenues to Expenditures
 6. 2007 – 2008 Preliminary Budget Review
 7. Estimated General Fund – Expenditure to Revenue Report (2007-08 Budgeted)
 8. Budgeted Expenditure Comparison Report
 9. Budgeted Revenue Comparison Report
- Chairman Hartwig stated that the Board provides a total budget fund dollar amount. He then questioned Superintendent Payne why the Board of Directors gives approval of line items. Mr. Payne explained that the State needs to understand where the funds are being spent and they provide the School District with a format to use.
- Chairman Hartwig asked for the definition of NERC – Non-Employee Related Costs.
- Chairman Hartwig asked Mrs. Zessin if the School District knew the dollar figure per student for the 2007-2008 school year. Mrs. Zessin replied, “Yes we do.”
- Chairman Hartwig asked for a brief explanation of the Meadow Brook (MB) Phone System project. Superintendent Payne explained that the MB phone system was an older style when installed years ago, it didn’t have voicemail capability, and is now updated with the ability to add Davis Elementary School in the future.
- Superintendent Payne explained that the HVAC at MB, the teacher workstations/servers, the MB phone system, and the Sager gym roofing project will all be completed either this school year or the upcoming 2007-2008 year.

At College Place Public Schools we focus on kids and their learning.

- Business Manager Shanda Zessin provide the Board of Directors with the conservative budgeting philosophy she uses to calculate the CPPS budgets, stating that the Preliminary Budget figures are projected by overestimating the expenditures and underestimating the revenues. She also noted that the numbers on the Preliminary 2007-2008 School Year Budget have the potential to come in much higher than figured. (i.e. Staff Residential Pilot Grant)
- Mrs. Julie Hill asked why there was such a large difference in the Ending Fund Balances for 8/31/07 to 8/31/08. Superintendent Payne stated that figures allow for budget capacity and stated that there are Grants that haven't been added...the District Office can provide historical data if needed.
- Dr. Ketting-Weller asked for the difference between last years staffing FTE and the 2007-2008 staffing. Superintendent Payne stated, "Not at this time." Mrs. Zessin will provide this information to Dr. Ketting-Weller in the coming weeks.
- Chairman Hartwig stated, "The Board is working towards a \$7,000-\$10,000 reserve. Does this budget have that? Mrs. Zessin replied, "There is \$100,000 set aside per Board Resolution and it will take time to get to a zero-based budget, but we will get there." Mr. Payne asked Mr. Hartwig, "Do you want your ending fund balance to be 7-10%?" Mr. Hartwig replied, "No." Mrs. Zessin stated that there are only certain reasons to reserve Board funds over the set \$100,000, otherwise we would need a Board Resolution to have a 7-10% Board Reserve and we would need to look at the RCW's to see what we could reserve. She will have further conversation with Mr. Hartwig on the Board's reserve goals.
- Chairman Hartwig commented that the ending fund balance appears to people that there are extra monies, when there isn't if it is in reserve...the WA State Auditor's Office recommends a 7-12% reserve for emergency purposes.
- It was noted that the CPPS does not collect a full 24% levy amount and Walla Walla Public School does.
- Mrs. Hill asked for an explanation for the \$12,000 increase in playground supervision. Mrs. Zessin commented that the State and Federal Government no longer funds these activities, therefore it comes out of levy funds.
- Chairman Hartwig asked for an explanation as to why the counselor costs no longer being charged to supplementary (special) programs. Mrs. Zessin provided the Board with information as to why the State and Federal Government are more particular about how funds are spent and there are requirements in how school districts report per State guidelines.
- Chairman Hartwig asked if we are charging for our pre-school program. Mr. Payne explained the partnership between CPPS and the Walla Walla Community College, this partnership will fund a pre-school classified aide. Mrs. Hill asked if the Davis pre-school will be run as a co-op and do we already have students signed-up? Mr. Payne replied that it will be run as a co-op and that he would look into the enrollment.
- Chairman Hartwig asked, "How close are we with the ending fund balance budgeting from last year?" Mrs. Zessin estimated that CPPS is down \$100,000, which was spent with the new Sager pump of \$40,000, the MB phone system, and the HVAC at MB.

COMMENTS &/or SUGGESTIONS FROM THE AUDIENCE

- Marcie Knaft commented on the Food Service Operations Budget, noting the \$13,000 increase. Mrs. Zessin noted that food / freight has increased with higher fuel costs.
- Dan See commented to the Board that the Technology Budget is \$16,000 less. Superintendent Payne explained the District's plan for replacing teacher workstations and mail servers.
- Ted Knaft asked about the revenue for renting the old District Office portable; alternative school revenues; curriculum adoption; and moving the Sager library.

SUGGESTIONS FOR FUTURE AGENDAS

- None

ACTION ITEMS

- None

ADJOURNMENT

MRS. JULIE HILL MADE A MOTION TO ADJOURN; MR. DAVIN SECONDED THE MOTION; PASSING UNANIMOUSLY, CHARIMAN HARTWIG ADJOURNED THE MEETING AT 8:31PM.

Secretary to the Board

Chairman of the Board